



OUTLOOK: ADVANCED

Course length: 6 hours

Overview: This course will cover advanced concepts and practices in Microsoft Outlook, including managing calendars and contacts, enhancing your emails with signatures and images, and customizing Outlook to work the way you want it to.

Prerequisites: Introductory class or equivalent experience.

Note: Students will be provided with a flash drive to save their exercise files.

CLASS OUTLINE

1 Organize your Inbox

- Working with Conversation view
- Viewing conversations
- Conversation view settings
- Managing conversations
- Troubleshooting Conversation view
- Arranging messages in different ways
- Marking messages as read or unread
- Organizing items by using color categories
- Recording information by using Outlook notes
- Organizing messages in folders
- Managing messages by using Quick Steps
- Quickly locating messages
- Using Search Folders
- Deleting messages
- Printing messages

2 Manage your calendar

- Defining your available time
- Configuring time zones
- Specifying appointment time zones
- Working with multiple calendars
- Displaying a co-worker's calendar
- Connecting to Internet calendars
- Sharing calendar information
- Sharing calendars with co-workers
- Sharing calendar information outside of your organization
- Printing a calendar

3 Manage contact records

- Creating address books
- Importing and exporting contact records
- Creating contact groups
- Quickly locating contact information
- Sending business cards
- Personalizing electronic business cards

4 Enhance message content

- Personalizing the appearance of message text

- Configuring message text formatting preferences
- Manually formatting message text
- Configuring message signature preference
- Inserting and modifying images
- Inserting pictures
- About online pictures
- Inserting shapes
- Inserting screen images
- Creating and formatting business graphics
- Changing message settings and delivery options

5 Customize Outlook

- Personalizing the Outlook program window
- Configuring Office and Outlook options
- Configuring Mail module options
- Configuring Calendar module options
- Configuring People module options
- Configuring Tasks module options
- Configuring search options
- Configuring language options
- Configuring advanced options
- Customizing the Quick Access Toolbar
- Customizing the ribbon
- Customizing the status bar
- Managing add-ins
- Creating Outlook forms

6 Manage email settings

- Creating and managing Quick Steps
- Creating rules to process messages
- Blocking unwanted messages
- Working with junk email messages
- Configuring junk email options
- Increasing email security
- Digital signatures
- Encryption
- Plain text messages
- Information Rights Management
- Blocking external content

7 Work remotely

- Working with Outlook items while offline
- Choosing to work offline
- Using public folders
- Setting Cached Exchange Mode options
- Managing an offline address book
- Managing download options for slow connections
- Automatically replying to messages
- Working with SharePoint site content
- Working offline with document library content
- Importing SharePoint contact lists
- Connecting to a SharePoint calendar